



Sample NEH Common Heritage Budget

Applicant Institution: *My Town Library and Museum*

Project Director: *Name of Project Director*

Project Dates (inclusive of planning): *January 1, 2016, to June 30, 2017*

	<i>Description/Notes</i>	<i>Project costs</i>
1. Staff		
Project Director	Plans and coordinates events	\$ 500.00
Assistants	Library Assistant 1 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120.00
	Library Assistant 2 (8 hrs @ \$15/hr) - will monitor and assist scanning/digitization	\$ 120.00
2. Consultants		
Humanities consultant	Consultant name, University of Fargo (1 day @ \$500)	\$ 500.00
Digitization consultant	Consultant name (1 day @ \$500)	\$ 500.00
3. Travel Costs		
Humanities consultant 1	Transportation (roundtrip by car) \$240; 2 days room & board @ \$130/day	\$ 500.00
Digitization consultant 1	Transportation (roundtrip by car) \$240; 2 days room & board @ \$130/day	\$ 500.00
4. Supplies, Materials, Equipment, Rental Fees		
Scanners	4 scanners @ \$250 each (see budget notes)	\$ 1,000.00
Computers	10 @ \$650 each	\$ 6,500.00
Hard drives	5 2TB hard drives @ \$100 each	\$ 500.00
USB drives	80 @ \$5 each, for personal copies of attendees' digitized heritage materials, to keep	\$ 400.00
Preservation enclosures	2mil archival polyester sheet protectors (500 @ \$1 each)	\$ 500.00
Public Program Equipment	Rental of projector and PA system (1 day)	\$ 300.00
Outreach	Publicity, information sheets for event	\$ 300.00
5. Project Funding Totals		

Total project costs: \$ 12,240.00

Total requested from NEH: \$ 12,000.00

Cost sharing by applicant(s) for library assistant costs (optional): \$ 240.00

Budget Notes

Digitization consultant will recommend models of scanners and computers and will also help with equipment setup and offer IT support at the event.

Reimbursement and travel rates were calculated according to federal per diem rates at <http://www.gsa.gov/portal/category/104711>

Library assistants will be staff of the My Town Library and Museum who will receive training from consultant and also assist at events.

Note on digitization equipment: each of the five digitization stations will have two computers to enable continuous scanning and share one external drive for storage.

Four of the digitization stations will have scanners. The fifth will have both a large-format scanner and a camera (for objects).

After the digitization event, the scanners and computers will be given to the library, where they will be monitored by library staff and made available for public use.

Estimated costs for supplies are documented in the attached appendix with prices from "Company 1" and "Company 2".